

South East Cornwall Community Area Partnership (CAP)

Economic Development Working Group: Terms of Reference

1. Outcome

The outcome/s that this Working Group is working towards is/are: **[INSERT – Please ensure a SMART outcome and link this to the CAP's priorities]**

2. Purpose and functions

The purpose of CAP Working Groups is to progress specific work relating to the CAP's functions.

The specific purpose of this Working Group is to: **[INSERT – Suggest use bullet-points]**

3. Membership

The Working Group's members are:

Richard Bickford - Saltash TC

Adrian Cole - Menheniot PC

Kate Ewert - Cornwall Councillor (Rame Peninsula & St Germans)

Phil Hallworth - Duloe PC

David Heard - Lanreath PC

Sean Jackson - Dobwalls PC

James Lundy - Looe TC

Colin Martin - Cornwall Councillor (Lostwithiel & Lanreath)

Rob Rooney - Lanteglos by Fowey PC

Kevin Shovelton - St Keyne & Trewidland PC

Nigel Witton - St Germans PC

4. Advice and support

An agenda will be circulated at least one week before each meeting and a list of actions will be circulated accept within ten working days of the meeting.

The Community Link Officer will advise and support the Working Group.

5. Meetings

(a) *Frequency, timing and type of meetings:*

- Frequency: **[INSERT e.g. "Monthly"/"Quarterly"]**. Extraordinary meetings may be called in consultation with members.
- Length: A maximum of two hours, unless otherwise agreed by members.

- Time of day: **[INSERT e.g. “Daytime”/”Evening”]**. Meeting times will be set in consultation with members. The CAP terms of reference state that Working Group meetings can be held daytime or evening depending on availability of members and that evening meetings should be scheduled to finish no later than 8.30pm.
- Type of meeting: It is expected that most meetings will be online, to contribute to reducing carbon emissions and facilitate participation. By agreement of members, meetings can also take place in hybrid format and, where they feel this is necessary to ensure that the specific business of the meeting can be conducted effectively, in face-to-face only format. Hybrid and face-to-face meetings must be held in venues that are accessible and suitable.

(b) Chairing arrangements

If the Chair is not present, the Vice-Chair (if appointed) will chair meetings. In the absence of a Chair or Vice-Chair, members will agree between them who will chair the meeting.

(c) Substitutes

Members may nominate a substitute to attend. For Cornwall Councillors, the substitute should be another Divisional Member. For other members, the substitute should be another representative of their organisation.

(d) What decisions (including recommendations) can the Working Group make?

As stated in the CAP terms of reference, CAPs are discretionary, local consultative and advisory forums. No authority is delegated to them to discharge Cornwall Council functions or business.

In this context, the Working Group can make the following types of decision:

- To agree practical steps to progress the work the CAP has assigned it;
- To make recommendations to the CAP relating to its work;
- To make arrangements for its meetings.

(e) Consensus-based approach

In the spirit of partnership working, the Working Group’s members will strive to reach a consensus on the issues it is considering. A vote will only be necessary where there is not a consensus. The Chair may exercise a ‘casting vote’ in the event of a tie.

(f) Public and press

Working Group meetings are not open to the public and press.

6. Reporting Arrangements

The Working Group will provide regular progress updates to the CAP, making recommendations as necessary. The frequency and format of progress updates will be agreed with the CAP Chair.

7. Review

The CAP will review the Working Group's terms of reference at its Annual General Meeting and may do so at any other meeting.